

CHAPTER 5:

INQUIRY

PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

ASAP PROCESS REVIEW

In ASAP, Federal Agencies **PROVIDE** funds, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

Federal Agency: identified by an 8-digit Agency Location Code and, optionally, a 2-digit region code.

Recipient Organization: recipients of Federal funds have a unique 7-digit Recipient ID which is generated by ASAP.

Payment Requestors: have a unique 7-digit Requestor ID which is generated by ASAP.

INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction-level**, **account-level**, **account detail-level** and **organization-level** information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users.

In the explanations below, the number in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

TRANSACTION-LEVEL

Payment Request Status Inquiry (#1) allows you to access information related to your organization's payment requests. You have the option of viewing payment status information on a single payment or all of your organization's payment requests posted within a specified date range.

Authorization Transaction Inquiry (#4) allows you to view all authorization transactions for your organization's ASAP Account(s) entered during a specific period.

Book Entry Adjustment Inquiry (#12) allows you to see information on book entry adjustments made to your ASAP Accounts.

ACCOUNT-LEVEL

Account Balance Inquiry (#2) allows you to view the cumulative authorizations, cumulative draws and current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

Account Statement Inquiry (#3) allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account's available balance in a specified date range (up to 93 calendar days), along with the beginning and ending balances for that range.

Account Profile Inquiry (#5) allows you to view the profile of any of your organization's ASAP Accounts as established by the grantor Federal Agency. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

ORGANIZATION-LEVEL

Federal Program Agency Inquiry (#6) allows you to view the information contained in a Federal Agency profile.

Payment Requestor Inquiry (#7) allows you to view the information contained in a Payment Requestor profile.

Recipient Organization Inquiry (#8) allows you to view the information contained in a Recipient Organization's profile.

OTHER REFERENCE INFORMATION

CFDA Inquiry (#9) allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

ALC Inquiry (#10) allows you to view Agency Location Codes (ALCs) and Federal Agency names.

! Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

GETTING STARTED

To get to the starting point for the examples in this chapter, follow the step on the next page.

ACTION:

From the Main Menu, select menu option 2 for Inquiry Menu and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	16:17:44
08/02/2000	T	
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID		
ORGANIZATION ACCESS CODE	ENTER SELECTION NUMBER: 2	
	PRESS ENTER	
F2=EXIT	F5=MAIN	

RESULT:

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:43:13
08/02/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT	F5=MAIN	

SECTION 3.1

PAYMENT REQUEST STATUS INQUIRY

All users have access to payment request status information related to their own accounts. You might use this feature to, among other reasons:

- < View a summary of the overall amount requested and number of items within a request;
- < Verify whether a particular draw was made and when it settled;
- < Obtain a trace number on a payment to give to your Treasurer's office or financial institution to help track a payment;
- < View when a payment request is subject to agency review;
- < View remittance information associated with a payment;
- < View payment request having subaccounts referred to as account details.

The **Payment Request Status Inquiry** feature allows you to view all applicable payment requests for a specific date range (up to 93 calendar days).

The **Payment Request Status Summary Inquiry** screen displays payment status information at the payment transaction level, including total amount requested and number of items in the request.

The **Payment Request Status Inquiry List** screen displays the accounts and related draw amounts comprising the payment transaction selected on the summary screen.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the draw amount, date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

The **Payment Request Detail Agency Review Actions** screen is used to provide detail information on a payment transaction subject to review by a Federal Agency. Information includes agency action, date of review, requested and actual settlement dates.

The **Payment Request Account Details** screen displays subaccounts representing projects or programs within the grant and associated amounts requested. If a payment request has account details then draws are at the account detail level only.

The **Payment Request Remittance Details** screen displays amounts requested at the remittance code level.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- < **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (Fedwire or ACH).
- < **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. Payment requests not subject to Agency Review, that have been posted and have a settlement date of the current date or the next business date will have a status of "A" for Approved. Payment requests that have been posted and have a settlement date beyond the next business date (warehoused payments) will have a status of "W" for Warehoused. Canceled payments will have a status of "C". In rare instances when the FEDWIRE or ACH systems reject a payment request or when the Federal Agency rejects a request on Agency Review, the status will be "R" for Rejected. If a request is subject to Agency Review, and the Federal Agency has not acted upon it, a status of "H" for Held will appear. In the summary screen, a status of "M" for multiple will appear if the request was subject to Agency Review and contains some warehoused/some rejected, or some approved/some rejected items. Items with a status of "M" will appear if the status field on the prompt was left blank or was specified as either "A" for approved, "R" for rejected, or "W" for warehoused and the payment in the multiple status contains one or more items with the status specified on the prompt.
- < **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From," making your date range equal to that 1 day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates - the settlement date may be a future date (i.e., for ACH transactions).
- < **Request Sequence Number** - assigned by the ASAP system when a payment request is approved. It consists of the following:
 - Date** - the date the request was approved.
 - Terminal ID** - the ASAP terminal or User ID that originated the request.
 - Sequence #** - a sequential number used to identify the session during which the request was made on a given terminal and date.
 - Item #** - identifies the account level draws within each request.

- < **SEL** - typing an “S” in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view the individual items making up that request. Typing an “S” next to one of the items which make up the request transaction on the Payment Request Status Inquiry List Screen allows you to view the detail for that item.
- < **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.
- < **ACH Cycle Date, Cycle, Batch Number, and Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.
- < **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.
- < **Bank Account Number** - the Payment Requestor’s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.
- < **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.
- < **Request Status** (Detail screen) - a more detailed version of the status of a payment request. Values are:
 - “Queued to ACH”,
 - “Sent to ACH/FUNDS”,
 - “Sent and Processed”,
 - “Warehoused”,
 - “Rejected and Restored”,
 - “Rejected, Insufficient Balance”,
 - “Rejected, Draw Limit Exceeded”,
 - “Awaiting FPA Approval”,
 - “Rejected by FPA”,
 - “Rejected, Account Not Available”,
 - “Approved by FPA”, or
 - “Canceled”.

PAYMENT REQUEST STATUS INQUIRY

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. Review the following examples.

Example 1 shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient ID and date range.

Example 2 shows how to make a *narrower search* - by specifying the Recipient ID, Account ID and date range.

Example 3 shows how to inquire on payment request for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

Example 4 shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

Example 5 shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

EXAMPLE ONE

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient ID and a date range. All payment requests for this organization and date range will appear.

< One Recipient Organization

< Date Range

STEP 1: ACTION

After selecting menu option 1 from the Inquiry Menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Be sure that the date range you specify includes the cycle date on which payment requests were made.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:24:45
08/02/2000      T

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / _____ SHORT NAME:

ACCOUNT ID: _____
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

STEP 1: RESULT

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:26:03
08/02/2000      T
REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / _____ SHORT NAME:
ACCOUNT ID: _____ REQUESTOR REF NUM:
REQUEST STATUS: REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/   0101111 08/02/2000 08/03/2000    $4,000.00    004   A
_    11000001/   0101111 08/02/2000 08/03/2000    $7,000.00    004   A
_    11000001/   0101111 08/02/2000 08/04/2000    $9,000.00    003   W
_    11000001/   0101111 08/02/2000 08/03/2000   $15,000.00    003   A
_    11000001/   0101111 08/02/2000 08/03/2000   $18,000.00    003   A
F3=PRMT F4=MENU F5=MAIN                      F8=PGDN F9=ALC F10=RO F11=ACCT

```

STEP 2: ACTION

Type the letter S in the SEL field next to the first payment transaction in the list and press Enter.

SP110A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/02/00	
SP110AO	PAYMENT REQUEST STATUS SUMMARY INQUIRY					16:26:03	
08/02/2000	T						
REQUESTOR ID: 0101234				SHORT NAME: GRAY U			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION: /				SHORT NAME:			
ACCOUNT ID:				REQUESTOR REF NUM:			
REQUEST STATUS:				REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000			

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO F11=ACCT

STEP 2: RESULT

The following screen appears with an account-by-account breakout of the information for the selected payment transaction. If there were multiple Recipient Organization IDs in a payment transaction, you will only see the draws related to the Recipient Organization ID specified on the prompt screen.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/02/00	
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST					16:28:49	
08/02/2000	T						
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000			
TOTAL AMOUNT: \$4,000.00				TOTAL ITEMS: 004			

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10001	\$1,000.00	\$82,500.00	A
_	11000001/	0101111	F1R10002	\$1,000.00	\$95,500.00	A
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A
_	11000001/	0101111	F1R10004	\$1,000.00	\$96,000.00	A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

STEP 3: ACTION

Type the letter S in the S field next to the first account-level draw on the list and press Enter to see the detail on this draw.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:28:49
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
S	11000001/	0101111	F1R10001	\$1,000.00	\$82,500.00	A
_	11000001/	0101111	F1R10002	\$1,000.00	\$95,500.00	A
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A
_	11000001/	0101111	F1R10004	\$1,000.00	\$96,000.00	A

F3=PRMT	F4=MENU	F5=MAIN	F11=SUMM
---------	---------	---------	----------

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		

AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001	ACTUAL SETTLEMENT DATE: 08/03/2000		
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: REQUEST 1		
REQUEST TIME: 15:52:493	REQUEST AMT: \$1,000.00		
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000	ACH CYCLE: A	ACH BATCH NUMBER: 000000005	

ACH TRACE NUMBER:	
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:	
FURTHER CREDIT ABA:	FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001	
---	--

REQUEST STATUS: QUEUED TO ACH	
USER ID OF REQUEST INITIATOR: E1XXO#	

F3=PRMT	F4=MENU	F5=MAIN	F11=LIST
---------	---------	---------	----------

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

STEP 4: RESULT

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234          SHORT NAME:   GRAY U
RECIPIENT ID:   0101111          SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____  SHORT NAME:

ACCOUNT ID:  _____
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

EXAMPLE TWO

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10003
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY                16:34:33
08/02/2000      T

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10003      REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION    RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/     0101111  08/02/2000  08/03/2000    $4,000.00     004   A
_    11000001/     0101111  08/02/2000  08/03/2000    $7,000.00     004   A
_    11000001/     0101111  08/02/2000  08/04/2000    $9,000.00     003   W
_    11000001/     0101111  08/02/2000  08/03/2000    $15,000.00    003   A
_    11000001/     0101111  08/02/2000  08/03/2000    $18,000.00    003   A

F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO F11=ACCT

```

STEP 2: ACTION

Type the letter S in the SEL field next to the first payment request transaction and press Enter.

SP110A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP110AO	PAYMENT REQUEST STATUS SUMMARY INQUIRY		16:34:33
08/02/2000	T		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION:	/	SHORT NAME:	
ACCOUNT ID: F1R10003	REQUESTOR REF NUM:		
REQUEST STATUS:	REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000		

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN	F9=ALC F10=RO F11=ACCT
-------------------------	------------------------

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		
REQUEST DATE: 08/02/2000	SETTLEMENT DATE: 08/03/2000		
TOTAL AMOUNT: \$4,000.00	TOTAL ITEMS: 004		

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A

F3=PRMT F4=MENU F5=MAIN	F11=SUMM
-------------------------	----------

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10003	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

STEP 3: RESULT

The following screen appears with the detailed information for the selected draw.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10003		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME: RANKING B&T			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXO#			
F3=PRMT F4=MENU F5=MAIN			F11=LIST

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

STEP 4: RESULT

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234          SHORT NAME:   GRAY U
RECIPIENT ID:   0101111          SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____  SHORT NAME:

ACCOUNT ID:  _____
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

EXAMPLE THREE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000

                                F4=MENU F5=MAIN

```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY                16:34:33
08/02/2000      T

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID:      F1R10004                      REQUESTOR REF NUM:
REQUEST STATUS:  _____ REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT   ITEM   STA
--  -
_    11000001/    0101111  08/02/2000  08/03/2000    $4,000.00     004    A
_    11000001/    0101111  08/02/2000  08/03/2000    $7,000.00     004    A
_    11000001/    0101111  08/02/2000  08/04/2000    $9,000.00     003    W
_    11000001/    0101111  08/02/2000  08/03/2000    $15,000.00    003    A
_    11000001/    0101111  08/02/2000  08/03/2000    $18,000.00    003    A

                                F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT

```

STEP 2: ACTION

Type the letter S in the SEL field next to the second payment request transaction and press Enter.

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:34:33	
08/02/2000		T					
REQUESTOR ID: 0101234				SHORT NAME: GRAY U			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION:		/		SHORT NAME:			
ACCOUNT ID: F1R10004				REQUESTOR REF NUM:			
REQUEST STATUS:				REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000			

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
_	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
S	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN F9=ALC F10=RO F11=ACCT

STEP 2: RESULT

The list screen is displayed with information on the account ID entered on the prompt.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				16:36:03	
08/02/2000		T					
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000			
TOTAL AMOUNT: \$7,000.00				TOTAL ITEMS: 004			

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10004	\$1,000.00	\$83,000.00	A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

STEP 3: ACTION

Enter S in the select byte field and press Enter to navigate to the detail on this request.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$7,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10004	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10004		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 2	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: B	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN		F8=PGDN	F11=LIST

STEP 4: ACTION

Press F8=PGDN to view the status of the request that was subject to Agency Review.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10004		SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000		ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST TIME: 15:52:493		REQUESTOR REF NUM: REQUEST 1
FUNDS IMAD:		REQUEST AMT: \$1,000.00
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: B
		ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:		
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX0#		
F3=PRMT F4=MENU F5=MAIN		F8=PGDN
		F11=LIST

STEP 4: RESULT

The following screen appears with the detailed information for a payment under agency review parameters.

SP111B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111BO	PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10004		SHORT NAME: GRAY U
DATE/TIME SENT FOR REVIEW: 08/02/2000 15:52:493		
DATE/TIME OF AGENCY ACTION: 08/02/2000 15:55:493		
AGENCY ACTION: APPROVED		USER ID OF AGENCY REVIEWER: E1XXX0X
AMOUNT REQUESTED: \$1,000.00		REQUESTED SETTLEMENT DATE: 08/03/2000
AMOUNT APPROVED: \$1,000.00		ACTUAL SETTLEMENT DATE: 08/03/2000
F3=PRMT F4=MENU F5=MAIN		
		F7=PGUP
		F11=LIST

STEP 5: ACTION

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP111B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111BO	PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10004		
DATE/TIME SENT FOR REVIEW: 08/02/2000 15:52:493		
DATE/TIME OF AGENCY ACTION: 08/02/2000 15:55:493		
AGENCY ACTION: APPROVED USER ID OF AGENCY REVIEWER: E1XXX0X		
AMOUNT REQUESTED: \$1,000.00 REQUESTED SETTLEMENT DATE: 08/03/2000		
AMOUNT APPROVED: \$1,000.00 ACTUAL SETTLEMENT DATE: 08/03/2000		
F3=PRMT F4=MENU F5=MAIN F7=PGUP F11=LIST		

STEP 5: RESULT

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____		SHORT NAME:
ACCOUNT ID: F1R10004		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

EXAMPLE FOUR

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10005
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T
REQUESTOR ID: 0101234                      SHORT NAME:   GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:                /                      SHORT NAME:
ACCOUNT ID:      F1R10005                      REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT   ITEM   STA
--  -
_    11000001/    0101111  08/02/2000  08/03/2000    $4,000.00     004    A
_    11000001/    0101111  08/02/2000  08/03/2000    $7,000.00     004    A
_    11000001/    0101111  08/02/2000  08/04/2000    $9,000.00     003    W
_    11000001/    0101111  08/02/2000  08/03/2000    $15,000.00    003    A
_    11000001/    0101111  08/02/2000  08/03/2000    $18,000.00    003    A

F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO F11=ACCT

```

STEP 2: ACTION

Select the first payment request by typing S and pressing Enter.

SP110A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP110AO	PAYMENT REQUEST STATUS SUMMARY INQUIRY		16:34:33	
08/02/2000	T			
REQUESTOR ID:	0101234	SHORT NAME:	GRAY U	
RECIPIENT ID:	0101111	SHORT NAME:	GRAY U	
AGENCY LOCATION CODE/REGION:	/	SHORT NAME:		
ACCOUNT ID:	F1R10005	REQUESTOR REF NUM:		
REQUEST STATUS:	REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000			

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT	F4=MENU	F5=MAIN	F9=ALC	F10=RO	F11=ACCT
---------	---------	---------	--------	--------	----------

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03	
08/02/2000	T			
AGENCY LOCATION CODE/REGION:	11000001 /	SHORT NAME:	US MONEY	
RECIPIENT ID:	0101111	SHORT NAME:	GRAY U	
REQUEST DATE:	08/02/2000	SETTLEMENT DATE:	08/03/2000	
TOTAL AMOUNT:	\$4,000.00	TOTAL ITEMS:	004	

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10005	\$1,000.00	\$83,000.00	A

F3=PRMT	F4=MENU	F5=MAIN	F11=SUMM
---------	---------	---------	----------

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10005	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10005		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN		F9=DTL	F11=LIST

STEP 4: ACTION

Press F9=DTL to view the account detail IDs and amounts requested.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10005		SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000		ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST TIME: 15:52:493		REQUESTOR REF NUM: REQUEST 1
FUNDS IMAD:		REQUEST AMT: \$1,000.00
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A
		ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:		
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX#		
F3=PRMT F4=MENU F5=MAIN		F9=DTL F11=LIST

STEP 4: RESULT

The account detail IDs and amounts requested are displayed.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10005		SETTLEMENT DATE: 08/03/2000
ACCOUNT DETAIL ID		
AMOUNT REQUESTED		
CTRL ACCT DETAIL 1		\$500.00
CTRL ACCT DETAIL 2		\$500.00
TOTAL AMOUNT REQUESTED		\$1,000.00
F3=PRMT F4=MENU F5=MAIN		F9=DTL F11=LIST

STEP 5: ACTION

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
REQUESTOR ID: 0101234		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10005		
SETTLEMENT DATE: 08/03/2000		
ACCOUNT DETAIL ID	AMOUNT REQUESTED	
CTRL ACCT DETAIL 1	\$500.00	
CTRL ACCT DETAIL 2	\$500.00	
TOTAL AMOUNT REQUESTED	\$1,000.00	
F3=PRMT	F4=MENU F5=MAIN	F9=DTL F11=LIST

STEP 5: RESULT

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: _____ / ____	SHORT NAME:	
ACCOUNT ID: F1R10005		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,		
W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

EXAMPLE FIVE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10006
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000

                                F4=MENU F5=MAIN

```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID:     F1R10006                      REQUESTOR REF NUM:
REQUEST STATUS: REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/   0101111  08/02/2000  08/03/2000    $4,000.00    004   A
_    11000001/   0101111  08/02/2000  08/03/2000    $7,000.00    004   A
_    11000001/   0101111  08/02/2000  08/04/2000    $9,000.00    003   W
_    11000001/   0101111  08/02/2000  08/03/2000   $15,000.00    003   A
_    11000001/   0101111  08/02/2000  08/03/2000   $18,000.00    003   A

                                F3=PRMT F4=MENU F5=MAIN
                                F9=ALC F10=RO F11=ACCT

```


STEP 2: ACTION

Type S and press Enter to select the first payment in the list.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:  /          SHORT NAME:
ACCOUNT ID:      F1R10006          REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
S   11000001/   0101111 08/02/2000 08/03/2000    $4,000.00    004   A
_   11000001/   0101111 08/02/2000 08/03/2000    $7,000.00    004   A
_   11000001/   0101111 08/02/2000 08/04/2000    $9,000.00    003   W
_   11000001/   0101111 08/02/2000 08/03/2000   $15,000.00    003   A
_   11000001/   0101111 08/02/2000 08/03/2000   $18,000.00    003   A

F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT

```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO         PAYMENT REQUEST STATUS INQUIRY LIST              16:36:03
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000          SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:      $4,000.00          TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID          AMT REQUESTED  CURR AVAIL BAL STA
_ 11000001/   0101111 F1R10006          $1,000.00      $83,000.00   A

F3=PRMT F4=MENU F5=MAIN          F11=SUMM

```

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10006	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

STEP 3: RESULT

Detail on the selected transaction is displayed.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10006		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN F6=RMIT			F11=LIST

STEP 4: ACTION

Press F6=RMIT to view information on remittance codes used in the request against this account.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
REQUESTOR ID: 0101234		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10006		
ACTUAL SETTLEMENT DATE: 08/03/2000		
REQUEST DATE: 08/02/2000		
REQUESTOR REF NUM: REQUEST 1		
REQUEST TIME: 15:52:493		
REQUEST AMT: \$1,000.00		
FUNDS IMAD:		
ACH CYCLE DATE: 08/02/2000		
ACH CYCLE: A		
ACH BATCH NUMBER: 000000005		
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022		
BANK ACCOUNT NUMBER: 50900087422		
DFI SHORT NAME:		
FURTHER CREDIT ABA:		
FURTHER CREDIT SHORT NAME:		
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX#		
F3=PRMT F4=MENU F5=MAIN F6=RMIT		
F11=LIST		

STEP 4: RESULT

The following screen appears with the information for the payment request having associated remittance data.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST REMITTANCE DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
REQUESTOR ID: 0101234		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10006		
SETTLEMENT DATE: 08/03/2000		
ACCOUNT DETAIL ID:		
RECIPIENT REMITTANCE CODES		
AMOUNT REQUESTED		
HEADER CODES SUFFIX+CFDA#		
\$1,000.00		
1234 REMIT CODE 01		
\$500.00		
1234 REMIT CODE 02		
\$500.00		
F3=PRMT F4=MENU F5=MAIN F6=DTL		
F11=LIST		

STEP 5: ACTION

Press F4=MENU to return to the Inquiry Menu.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10006		SHORT NAME: GRAY U
ACCOUNT DETAIL ID:		SETTLEMENT DATE: 08/03/2000
RECIPIENT REMITTANCE CODES		
AMOUNT REQUESTED		
HEADER CODES SUFFIX+CFDA#		
\$1,000.00		
1234 REMIT CODE 01		
\$500.00		
1234 REMIT CODE 02		
\$500.00		
F3=PRMT F4=MENU F5=MAIN F6=DTL		
F11=LIST		

STEP 5: RESULT

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:43:13
08/02/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT		
F5=MAIN		

SECTION 3.2

ACCOUNT BALANCE INQUIRY

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts.

You also have the option of requested an up-to-the-minute account balance (by leaving the as of date field blank) or an “as of” account balance inquiry (by specifying a date in the as of date field).

The **cumulative authorizations** column is the sum of all applied increase authorization transactions minus the sum of all applied decrease authorization transactions.

The **cumulative draws/RP/BE** is calculated as follows:

- < The sum of any **funds returned** to ASAP via your financial institution **and classified or reclassified** by an RFC back to the ASAP Account in question
- < PLUS the sum of **book entry adjustment increases**
- < MINUS the sum of **approved payment requests** (recall that the amount of a payment request is subtracted from the available balance when the request is approved, even if the funds have not yet settled at the receiving financial institution)
- < MINUS the sum of all **negative draw amounts**
- < MINUS the sum of **book entry adjustment decreases**
- < MINUS the sum of **any funds reclassified out of an account by an RFC**.

The **current available balance** is calculated as follows:

- < ~~the net of the~~ cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.
- ! The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

NOTE:

- < Column totals appear at the end of the list of accounts.
- < If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

Review the following examples.

Example 1 shows how to request an up-to-the-minute account balance.

Example 2 shows how to request account balances as of a specified date.

EXAMPLE 1

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

- < One Recipient Organization
- < One Federal Agency
- < Multiple Accounts

STEP 1: ACTION

After selecting menu option 2 from the Inquiry Menu, you will see the Account Balance Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID and as of date fields blank.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	16:39:14
08/02/2000	T	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 / __	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME:	
ACCOUNT ID: _____		
AS OF: __/__/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$100,000.00	-\$17,500.00	\$82,500.00
F1R10002	\$100,000.00	-\$4,500.00	\$95,500.00
F1R10003	\$100,000.00	-\$17,000.00	\$83,000.00
F1R10004	\$110,000.00	-\$14,000.00	\$96,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

STEP 2: ACTION

Press F3=PRMT to return to the Account Balance Inquiry Prompt screen.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$100,000.00	-\$17,500.00	\$82,500.00
F1R10002	\$100,000.00	-\$4,500.00	\$95,500.00
F1R10003	\$100,000.00	-\$17,000.00	\$83,000.00
F1R10004	\$110,000.00	-\$14,000.00	\$96,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

STEP 2: RESULT

The Account Balance Inquiry screen appears.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	16:39:14
08/02/2000	T	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: _____		
AS OF: __/__/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		

EXAMPLE 2

Use the Account Balance Inquiry feature to inquire on the available balance as of a specified date for multiple accounts.

- < One Recipient Organization
- < One Federal Agency
- < Multiple Accounts
- < “As Of” Date Specified

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	16:39:14
08/02/2000	T	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 / ____	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME:	
ACCOUNT ID: _____		
AS OF: 08/01/2000 (MM/DD/CCYY)		
F4=MENU F5=MAIN		

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		
AS OF: 08/01/2000			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$50,000.00	-\$17,500.00	\$32,500.00
F1R10002	\$50,000.00	-\$4,500.00	\$45,500.00
F1R10003	\$50,000.00	-\$17,000.00	\$33,000.00
F1R10004	\$61,000.00	-\$14,000.00	\$47,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
AS OF: 08/01/2000			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$50,000.00	-\$17,500.00	\$32,500.00
F1R10002	\$50,000.00	-\$4,500.00	\$45,500.00
F1R10003	\$50,000.00	-\$17,000.00	\$33,000.00
F1R10004	\$61,000.00	-\$14,000.00	\$47,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

STEP 2: RESULT

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:43:13
08/02/2000	T	
 < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT < 2> ACCOUNT BALANCE INQUIRY PROMPT < 3> ACCOUNT STATEMENT INQUIRY PROMPT < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT < 5> ACCOUNT PROFILE INQUIRY < 6> FEDERAL PROGRAM AGENCY INQUIRY < 7> PAYMENT REQUESTOR INQUIRY < 8> RECIPIENT ORGANIZATION INQUIRY < 9> CFDA INQUIRY <10> ALC INQUIRY <11> RETURNED PAYMENT INQUIRY PROMPT <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT <14> SUPER USER INQUIRY ENTER SELECTION NUMBER: ____ PRESS ENTER		
F2=EXIT		F5=MAIN

SECTION 3.3

ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account's available balance for a specified time period. You may request account statements for **any period of up to 93 calendar days** in the account's history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws, book entry adjustments, cancellations and classified and reclassified returned payments** (increases and decreases). Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

Authorization transactions that have altered the account's available balance are shown on the Account Statement as of the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred via ACH. Negative draws and canceled payment requests appear as increases to the available balance.

Book Entry Adjustments, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. Book entry adjustments appear according to the date on which the adjustment was posted.

Returned Payments are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified or reclassified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Payments reclassified into an account will be in the increases column. Payments reclassified out of an account will be in the decreases column.

! The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- < **Date From and To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean “effective date” for authorizations or “settlement date” for payment requests.
- < **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:
 - AU - applied authorization transactions
 - PY - approved payment requests
 - BE - posted book entry adjustments
 - RP - classified returned payments
 - CN - canceled payments
- < **Effective Date** - For authorizations, this is the date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to the date the transaction was certified by the agency, the authorization is applied (balance is updated) ON the date certified. For payment requests, the effective date is the settlement date.
- < **AppliedDate** - For authorizations, this is the date on which the authorization affected the account balance. For payment requests, this is the date the request was approved in ASAP.
- < If there are any **Warehoused authorization(s)** for the account being viewed, a message appears at the bottom of the screen informing the user of that fact.
- < **Account Detail** - Associated with Control Account. It may represent projects or programs within the grant. The grantee will be required to draw at the Account Detail level, thus providing the Agency with more specific information how grant funds are being expended.

HOW TO BUILD YOUR INQUIRY

Data must be entered in the Account ID field, ALC/Region field, Recipient ID field and the From and To Dates field in order to build an account statement inquiry. The Account Detail ID field may be completed to view activity by account detail for control accounts. If the Account Detail ID is entered, beginning and ending account balances are not displayed and only transactions related to the account detail are displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Statement Inquiry feature.

Review the following example.

EXAMPLE

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

- < One Account ID
- < One Agency Location Code
- < One Recipient ID
- < Date Range

STEP 1: ACTION

After selecting menu option 3 from the Inquiry Menu, you will see the Account Statement Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

SP125A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP125AO	ACCOUNT STATEMENT INQUIRY PROMPT	16:44:03
08/02/2000	T	
ENTER:		
ACCOUNT ID:	F1R10002	
ACCOUNT DETAIL ID:	_____	
AND AGENCY LOCATION CODE/REGION:	11000001 / ____	SHORT NAME:
AND RECIPIENT ID:	0101111	SHORT NAME:
AND FROM	08 / 02 / 2000	TO 08 / 02 / 2000
F4=MENU F5=MAIN		

STEP 1: RESULT

The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP130AO	ACCOUNT STATEMENT INQUIRY	16:45:46
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY		
RECIPIENT ID: 0101111 SHORT NAME: GRAY U		
ACCOUNT ID: F1R10002 FROM: 08/02/2000 TO 08/02/2000		
ACCOUNT DETAIL:		
BEGINNING DATE: 08/02/2000		
BEGINNING BALANCE: \$.00		
APPL. DATE	EFF. DATE	TYPE
08/02/2000	08/02/2000	AU
		INCREASES
		DECREASES
08/02/2000	08/03/2000	PY
08/02/2000	08/03/2000	PY
08/02/2000	08/04/2000	PY
ENDING DATE: 08/02/2000		ENDING BALANCE: \$95,500.00
F3=PRMT F4=MENU F5=MAIN		F11=ACCT

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP130AO	ACCOUNT STATEMENT INQUIRY		16:45:46
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY			
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10002	FROM: 08/02/2000 TO 08/02/2000		
ACCOUNT DETAIL:			
BEGINNING DATE:			
08/02/2000		BEGINNING BALANCE:	\$.00
APPL. DATE	EFF. DATE	TYPE	INCREASES DECREASES
08/02/2000	08/02/2000	AU	\$100,000.00
08/02/2000	08/03/2000	PY	\$1,000.00
08/02/2000	08/03/2000	PY	\$1,000.00
08/02/2000	08/04/2000	PY	\$2,500.00
ENDING DATE: 08/02/2000		ENDING BALANCE:	\$95,500.00
F3=PRMT F4=MENU F5=MAIN		F11=ACCT	

STEP 2: RESULT

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP100AO	INQUIRY MENU		16:46:51
08/02/2000	T		
<p>< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT</p> <p>< 2> ACCOUNT BALANCE INQUIRY PROMPT</p> <p>< 3> ACCOUNT STATEMENT INQUIRY PROMPT</p> <p>< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT</p> <p>< 5> ACCOUNT PROFILE INQUIRY</p> <p>< 6> FEDERAL PROGRAM AGENCY INQUIRY</p> <p>< 7> PAYMENT REQUESTOR INQUIRY</p> <p>< 8> RECIPIENT ORGANIZATION INQUIRY</p> <p>< 9> CFDA INQUIRY</p> <p><10> ALC INQUIRY</p> <p><11> RETURNED PAYMENT INQUIRY PROMPT</p> <p><12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</p> <p><13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</p> <p><14> SUPER USER INQUIRY</p>			
		ENTER SELECTION NUMBER: ____	
		PRESS ENTER	
F2=EXIT		F5=MAIN	

SECTION 3.4

AUTHORIZATION TRANSACTION INQUIRY

This feature allows you to display information on all authorization transactions affecting your ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature.

Authorization Date - Date that authorization was entered into system. Range is less than or equal to 93 days.

Effective Date - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) ON the current date. See "Applied Date".

Applied Date - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date on which the Federal Agency certified the authorization.

STA - Indicates the status of each authorization: "A" for applied, "U" for uncertified, and "W" for warehoused, "R" for Rejected.

I/D - Indicates whether the authorization amount will be an increase (I), or a decrease (D).

HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:

the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Authorization Transaction Inquiry feature.
Review the following example.

EXAMPLE

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

- < One Recipient Organization
- < One Federal Agency
- < Multiple Accounts

STEP 1: ACTION

After selecting menu option 4 from the Inquiry Menu, you will see the Authorization Transaction Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

SP135A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP135AO	AUTHORIZATION TRANSACTION INQUIRY PROMPT		16:48:02
08/02/2000	T		
ENTER:			
AGENCY LOCATION CODE/REGION:		11000001 / __	SHORT NAME:
RECIPIENT ID:		0101111	SHORT NAME:
ACCOUNT ID:		_____	
GROUP ID:		_____	
AGENCY REFERENCE NUMBER:		_____	
AUTHORIZATION DATE FROM:		08 / 02 / 2000	TO: 08 / 02 / 2000
F4=MENU F5=MAIN			

STEP 1: RESULT

The following screen appears with all the Authorization Transaction Summary information for the criteria specified on the prompt screen.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY		16:49:59
08/02/2000	T		
AGENCY LOCATION CODE/REGION:		11000001 /	SHORT NAME: US MONEY
RECIPIENT ID:		0101111	SHORT NAME: GRAY U
AGENCY REFERENCE NUMBER:		_____	
AUTHORIZATION DATE FROM:		08/02/2000	TO: 08/02/2000
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT I/D EFFECT DTE STA
_	INQUIRY	F1R10001	\$ 100,000.00 I 08/02/2000 A
_	INQUIRY	F1R10002	\$ 100,000.00 I 08/02/2000 A
_	INQUIRY	F1R10003	\$ 100,000.00 I 08/02/2000 A
_	INQUIRY	F1R10004	\$ 110,000.00 I 08/02/2000 A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO

STEP 2: ACTION

Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY		16:49:59
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
AGENCY REFERENCE NUMBER:			
AUTHORIZATION DATE FROM: 08/02/2000		TO: 08/02/2000	
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT I/D EFFECT DTE STA
S	INQUIRY	F1R10001	\$ 100,000.00 I 08/02/2000 A
_	INQUIRY	F1R10002	\$ 100,000.00 I 08/02/2000 A
_	INQUIRY	F1R10003	\$ 100,000.00 I 08/02/2000 A
_	INQUIRY	F1R10004	\$ 110,000.00 I 08/02/2000 A
F3=PRMT F4=MENU F5=MAIN		F9=ALC F10=RO	

STEP 2: RESULT

The following screen appears with the detailed information for the selected authorization transaction.

SP141A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP141AO	AUTHORIZATION TRANSACTION DETAIL INQUIRY		16:51:37
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001			
GROUP ID: INQUIRY			
AGENCY REFERENCE NUMBER:			
AUTHORIZATION AMOUNT: \$ 100,000.00		INCREASE/DECREASE IND: I	
EFFECTIVE DT: 08/02/2000		APPLIED DT: 08/02/2000 CERTIFY DT: 08/02/2000	
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1QM287V		000001 000001 15:40:20	
AUTHORIZATION STATUS: A			
REJECT REASON:			
INITIATOR: E1XXX0#		CERTIFIER: T1XXX0#	
F3=PRMT F4=MENU F5=MAIN		F11=LIST	

STEP 3: ACTION

Press F11=LIST to return to the Authorization Summary Inquiry screen.

SP141A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP141AO	AUTHORIZATION TRANSACTION DETAIL INQUIRY	16:51:37
08/02/2000	T	

AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111	SHORT NAME: GRAY U
ACCOUNT ID: F1R10001	
GROUP ID: INQUIRY	
AGENCY REFERENCE NUMBER:	

AUTHORIZATION AMOUNT: \$	100,000.00	INCREASE/DECREASE IND: I
EFFECTIVE DT: 08/02/2000	APPLIED DT: 08/02/2000	CERTIFY DT: 08/02/2000
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001 15:40:20		

AUTHORIZATION STATUS: A
REJECT REASON:

INITIATOR: E1XXX0#	CERTIFIER: T1XXX0#
--------------------	--------------------

F3=PRMT F4=MENU F5=MAIN	F11=LIST
-------------------------	----------

STEP 3: RESULT

The following screen appears, allowing for the selection of another transaction.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY	16:52:15
08/02/2000	T	

AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111	SHORT NAME: GRAY U
AGENCY REFERENCE NUMBER:	
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000	

S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A

F3=PRMT F4=MENU F5=MAIN	F9=ALC F10=RO
-------------------------	---------------

STEP 4: ACTION

Press F4=MENU to return to the Inquiry Menu.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY	16:52:15
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
AGENCY REFERENCE NUMBER:		
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000		

S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A

F3=PRMT	F4=MENU	F5=MAIN	F9=ALC	F10=RO
---------	---------	---------	--------	--------

STEP 4: RESULT

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:53:33
08/02/2000	T	

< 1>	PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>	ACCOUNT BALANCE INQUIRY PROMPT
< 3>	ACCOUNT STATEMENT INQUIRY PROMPT
< 4>	AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>	ACCOUNT PROFILE INQUIRY
< 6>	FEDERAL PROGRAM AGENCY INQUIRY
< 7>	PAYMENT REQUESTOR INQUIRY
< 8>	RECIPIENT ORGANIZATION INQUIRY
< 9>	CFDA INQUIRY
<10>	ALC INQUIRY
<11>	RETURNED PAYMENT INQUIRY PROMPT
<12>	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
<13>	INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
<14>	SUPER USER INQUIRY

ENTER SELECTION NUMBER: ____	
PRESS ENTER	

F2=EXIT	F5=MAIN
---------	---------

SECTION 3.5

ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

- < the **Agency Location Code / Region** of the Federal Agency providing funds,
- < the **Recipient ID** of the Recipient Organization using the funds, and
- < the **Account ID** used to identify and track the funds.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

- < **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.
- < **Account Status Indicator** - There are three possible Account Statuses:

Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

- < **BudgetPeriodEnd Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.
- < **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.
- < **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a control account, then the Account Details for the account can be seen by pressing F9. If the account is not a control account, F9 is not displayed.
- < **ASAP1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.
- < **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.
- < **BeginDate** - may be used by the Federal Agency to indicate the date on which the grant period starts.
- < **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
- < **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (Y) is or (N) is not covered by the Cash Management Improvement Act (CMIA).
- < **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.
- < **Create Date** - the date stamp assigned by the system when the account profile is created.
- < **TotalEstimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

- < **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.
- < **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.
- < **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.
- < **Book Entry Adjustment** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.
- < **Agency Review/Maximum Draw Parameters** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount parameters for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

Review the following examples.

EXAMPLE ONE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- < One Agency Location Code
- < One Recipient ID
- < Account ID

STEP 1: ACTION

After selecting menu option 5 from the Inquiry Menu, you will see the Account Profile Inquiry screen. Complete the highlighted fields shown below and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	16:54:34
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: F1R10003 ____		
ACCOUNT DESCRIPTION:		CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND(Y/N)
GROUP ID:		CFDA NUMBER:
BEGIN DATE: / /		ALLOW BE ADJ (Y/N)
END DATE: / /		CMIA INDICATOR (Y/N)
CREATE DATE:		BUDGET PERIOD END DATE: / /
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. You will just remain on this screen to go to the next example.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	16:55:46
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10003		
ACCOUNT DESCRIPTION: ACCOUNT 3		CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY		CFDA NUMBER:
BEGIN DATE: 08/02/2000		ALLOW BE ADJ (Y/N) Y
END DATE: 11/15/2000		CMIA INDICATOR (Y/N) N
CREATE DATE: 08/02/2000		BUDGET PERIOD END DATE: 09/30/2000
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$83,000.00		
F4=MENU F5=MAIN		
I0009 INQUIRY SUCCESSFUL.		

EXAMPLE TWO

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- < One Agency Location Code
- < One Recipient ID
- < Account ID for Control Account

STEP 1: ACTION

Enter the account ID as shown below and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:41:00
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME:
RECIPIENT ID: 01011111		SHORT NAME:
ACCOUNT ID: F1R10001____		
ACCOUNT DESCRIPTION:		CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND(Y/N)
GROUP ID:	CFDA NUMBER:	ALLOW BE ADJ (Y/N)
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE:	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:43:51
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 01011111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCOUNT 1		CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$81,500.00		
F4=MENU F5=MAIN		F9=DTL
I0009 INQUIRY SUCCESSFUL.		

STEP 2: ACTION

Press F9=DTL to inquire on the account details assigned to this account.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:43:51
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCOUNT 1		CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$81,500.00		
F4=MENU F5=MAIN		F9=DTL
I0009 INQUIRY SUCCESSFUL.		

STEP 2: RESULT

The Account Detail Inquiry screen appears.

SP067A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP067AO	ACCOUNT DETAIL INQUIRY	13:49:58	
08/03/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001	AVAILABLE BALANCE:	\$81,500.00	
ACCOUNT DESCRIPTION: ACCOUNT 1			
TOTAL CUMULATIVE DRAW LIMIT:		\$100,000.00	
ACCOUNT DETAIL ID	STATUS (O/S/C)	CUMULATIVE DRAW LIMIT	CUMULATIVE DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 1	O	\$50,000.00	\$9,000.00-
ACCOUNT DETAIL 2	O	\$50,000.00	\$9,500.00-
F4=MENU F5=MAIN		F11=ACCT	

STEP 3: ACTION

Press F11=ACCT to return to the Account Profile Inquiry screen.

SP067A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP067AO	ACCOUNT DETAIL INQUIRY	13:49:58
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001 AVAILABLE BALANCE: \$81,500.00		
ACCOUNT DESCRIPTION: ACCOUNT 1		
TOTAL CUMULATIVE DRAW LIMIT: \$100,000.00		
ACCOUNT DETAIL ID	STATUS (O/S/C)	CUMULATIVE DRAW LIMIT
		CUMULATIVE DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 1	O	\$50,000.00
ACCOUNT DETAIL 2	O	\$50,000.00
		\$9,000.00-
		\$9,500.00-
F4=MENU F5=MAIN		F11=ACCT

STEP 3: RESULT

The Account Profile Inquiry screen is displayed.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:43:51
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCOUNT 1		
CTRL ACCT (Y/N) Y		
ACCT STATUS INDICATOR (O/S/C): O		
ASAP 1031 (Y/N) N		
REQUESTOR ID: 0101234		
PYMNT WAREHOUSE IND(Y/N) Y		
GROUP ID: INQUIRY		
CFDA NUMBER: ALLOW BE ADJ (Y/N) Y		
BEGIN DATE: 08 / 02 / 2000		
END DATE: / / CMIA INDICATOR (Y/N)		
CREATE DATE: 08/02/2000		
BUDGET PERIOD END DATE: / /		
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$81,500.00		
F4=MENU F5=MAIN		F9=DTL
I0009 INQUIRY SUCCESSFUL.		

EXAMPLE THREE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- < One Agency Location Code
- < One Recipient ID
- < Account ID which has Agency Review Criteria/Maximum Draw Limits associated with it

STEP 1: ACTION

Enter the account ID as shown below and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	14:16:03
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: F1R10002__		
ACCOUNT DESCRIPTION:		CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND(Y/N)
GROUP ID:	CFDA NUMBER:	ALLOW BE ADJ (Y/N)
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE:	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review Criteria and/or Maximum Draw Limits associated with it which is indicated by the F8=REV function key at the bottom of the screen.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	14:37:24
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
ACCOUNT DESCRIPTION: ACCOUNT 2		CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$95,500.00		
F4=MENU F5=MAIN		F8=REV
I0009 INQUIRY SUCCESSFUL.		

STEP 2: ACTION

Press the F8=REV function key to inquire on Agency Review Criteria and/or Maximum Draw Limit parameters which are associated with this account.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	14:37:24
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
ACCOUNT DESCRIPTION: ACCOUNT 2		CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY		CFDA NUMBER: ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000		END DATE: / / CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000		BUDGET PERIOD END DATE: / /
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$95,500.00		
F4=MENU F5=MAIN F8=REV		
I0009 INQUIRY SUCCESSFUL.		

STEP 2: RESULT

The Account Profile - Agency Review/Maximum Draw Parameters screen appears which indicates the Agency Review Criteria and Maximum Draw Amounts which are associated with this account. Pressing F7=PREV returns the inquirer back to the previous Account Profile Inquiry screen.

SP066A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP066AO	ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DRAW PARAMETERS	14:43:48
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID		
THRESHOLD: \$5,000.00		CRITERIA ENTERED/LAST MODIFIED BY: E1XXX#
MAXIMUM DRAW AMOUNTS:		
DAILY: \$7,500.00		MONTHLY: \$10,000.00
QUARTERLY: \$25,000.00		TOTAL: \$100,000.00
DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX#		
F4=MENU F5=MAIN F7=PREV		

STEP 3: ACTION

Press F4=Menu to return to the Inquiry Menu.

SP066A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP066AO	ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS	14:43:48
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
ACCOUNT ID: F1R10002		SHORT NAME: GRAY U
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID		
THRESHOLD: \$5,000.00		CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#
MAXIMUM DRAW AMOUNTS:		
DAILY:	\$7,500.00	MONTHLY: \$10,000.00
QUARTERLY:	\$25,000.00	TOTAL: \$100,000.00
DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#		
F4=MENU F5=MAIN F7=PREV		

STEP 3: RESULT

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	14:51:57
08/03/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT F5=MAIN		

SECTION 3.6

FEDERAL AGENCY INQUIRY

This feature allows you to view a Federal Agency profile in ASAP.

Profile information is obtained during the enrollment process when the Federal Agency completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Federal Agency is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Federal Agency is identified in ASAP by a unique **Agency Location Code** (ALC) consisting of 8 digits and a 2 digit Region Code, if applicable. To view the profile for an agency, type the ALC/Region in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Federal Agency profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Federal Agency's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, other information appears on the Federal Agency Profile, as detailed below:

- < **FPA Active Flag** - indicates whether the Federal Agency is “active”, or able to perform functions in ASAP. “Y” indicates that the Federal Agency is active, and “N” indicates that the Federal Agency is inactive.
- < **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (ie. Mainframe or Fedline terminal).
- < **Default Warehouse Ind.** - may be used by the Federal Agency to prevent payments from being warehoused against any of its ASAP accounts.
- < **Report Delivery Method** - indicates the method by which the Federal Agency will receive their reports, either “P” for Paper, “F” for fax or “B” for bulkdata. If “F” for fax is selected, a primary and secondary fax number should be listed.
- < **Mainframe Indicator** - indicates whether the FPA has a mainframe connection to the ASAP system.

- < **Allow Global Accounts (Y/N)** - indicates whether the FPA has authority to establish global accounts. Global accounts are accounts which allow multiple payment requestors to access the account such as in the Unemployment Trust Fund.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Federal Agency profile inquiry feature.

One example is provided in this section. Review the following example.

EXAMPLE

Use the Federal Agency Inquiry feature to view a profile.

< One Agency Location Code

STEP 1: ACTION

After selecting menu option 6 from the Inquiry Menu, you will see the Federal Agency Inquiry screen. Enter the Agency Location Code/Region as shown below and press Enter.

SP305A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/04/00
SP305AO	FEDERAL PROGRAM AGENCY INQUIRY	14:41:42
08/04/2000	T	

AGENCY LOCATION CODE/REGION: 11000001 / __

FULL NAME: SHORT NAME:

ADDRESS LINE 1: PSEUDO ABA:

ADDRESS LINE 2: MAINFRAME DELIVERY:

ADDRESS LINE 3: ALLOW GLOBAL ACCTS (Y/N):

CITY: STATE: ZIP CODE: -

COUNTRY:

CONTACT NAME: CONTACT PHONE: () -

PAYMENT WAREHOUSE IND: CONTACT EXTENSION:

REPORT DELIVERY METHOD: PAYMENT REPORT: AUTHORIZATION: ACCOUNT:

PRIMARY FAX: () - SECONDARY FAX: () -

FPA CERTIFYING OFFICIAL:

FPA CERTIFYING OFFICIAL TITLE:

FPA CERTIFYING OFFICIAL PHONE: () - EXTENSION:

FPA ACTIVE FLAG:

F4=MENU F5=MAIN

STEP 1: RESULT

The following Federal Agency information appears.

SP305A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/04/00
SP305AO	FEDERAL PROGRAM AGENCY INQUIRY	14:50:09
08/04/2000	T	

AGENCY LOCATION CODE/REGION: 11000001 / __

FULL NAME: **DEPARTMENT OF THE MONEY** SHORT NAME: **US MONEY**

ADDRESS LINE 1: **101 14TH STREET** PSEUDO ABA: **750100001**

ADDRESS LINE 2: MAINFRAME DELIVERY: **Y**

ADDRESS LINE 3: ALLOW GLOBAL ACCTS (Y/N): **N**

CITY: **WASHINGTON** STATE: **DC** ZIP CODE: **12345** -

COUNTRY:

CONTACT NAME: **JILL JOHNS** CONTACT PHONE: (**202**) **674** - **5555**

PAYMENT WAREHOUSE IND: **Y** CONTACT EXTENSION:

REPORT DELIVERY METHOD: PAYMENT REPORT: **B** AUTHORIZATION: **B** ACCOUNT: **B**

PRIMARY FAX: () - SECONDARY FAX: () -

FPA CERTIFYING OFFICIAL: **JILL JOHNS**

FPA CERTIFYING OFFICIAL TITLE: **FINANCIAL PROGRAM SPEC.**

FPA CERTIFYING OFFICIAL PHONE: (**202**) **674** - **5555** EXTENSION:

FPA ACTIVE FLAG: **Y**

F4=MENU F5=MAIN

I0009 **INQUIRY SUCCESSFUL.**

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```

SP305A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/04/00
SP305AO          FEDERAL PROGRAM AGENCY INQUIRY                      14:50:09
08/04/2000      T

AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME: DEPARTMENT OF THE MONEY                                SHORT NAME: US MONEY
ADDRESS LINE 1: 101 14TH STREET                                PSEUDO ABA: 750100001
ADDRESS LINE 2:                                                MAINFRAME DELIVERY: Y
ADDRESS LINE 3:                                                ALLOW GLOBAL ACCTS (Y/N): N
CITY: WASHINGTON                STATE: DC        ZIP CODE: 12345 -
COUNTRY:

CONTACT NAME: JILL JOHNS                                CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y                                CONTACT EXTENSION:
REPORT DELIVERY METHOD: PAYMENT REPORT: B        AUTHORIZATION: B        ACCOUNT: B
        PRIMARY FAX: (      ) -                SECONDARY FAX: (      ) -
FPA CERTIFYING OFFICIAL: JILL JOHNS
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555        EXTENSION:
FPA ACTIVE FLAG: Y
        F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.

```

STEP 2: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/30/00
SP100AO                      INQUIRY MENU                        14:58:44
08/04/2000      T

< 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>  ACCOUNT BALANCE INQUIRY PROMPT
< 3>  ACCOUNT STATEMENT INQUIRY PROMPT
< 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>  ACCOUNT PROFILE INQUIRY
< 6>  FEDERAL PROGRAM AGENCY INQUIRY
< 7>  PAYMENT REQUESTOR INQUIRY
< 8>  RECIPIENT ORGANIZATION INQUIRY
< 9>  CFDA INQUIRY
<10>  ALC INQUIRY
<11>  RETURNED PAYMENT INQUIRY PROMPT
<12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
<13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
<14>  SUPER USER INQUIRY

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT           F5=MAIN
```

SECTION 3.7

PAYMENT REQUESTOR INQUIRY

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for a Payment Requestor organization, type the 7-digit Requestor ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

Other information on the Payment Requestor Profile includes:

- < Recipient Org (Y/N) - this field indicates whether this Requestor is also a Recipient Organization. If the flag is Y for Yes, there is a Recipient Organization Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Recipient profile with a different ID, or this Requestor is NOT a Recipient Organization.
- < VRS Indicator - this field indicates whether the Requestor uses the Voice Response System to access ASAP. Values for this field are:
 - Y for Yes - this Requestor uses the Voice Response System
 - N for No - this Requestor does not use the Voice Response System
 - B for Both - this Requestor uses both Voice Response and on-line screens to access ASAP.

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed on the next page:

- < **ACH DFI ABA NO** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.
- < **ACH BK ACCT NO** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.
- < **ACH ACCT TYPE** - indicates whether the bank account receiving ASAP ACH credits is a **(D)** demand (checking) account or **(S)** savings account.
- < **ACCT TITLE** - the name of the account at DFI as designated by the Payment Requestor
- < **DUNS** - a DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.
- < **TIN** - A TIN (Taxpayer Identification Number) is a 9-digit number used for tax reporting.
- < **FDS DFI ABA NO** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.
- < **FDS Bk Acct NO** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.
- ! Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.
- < **Further Credit ABA** - this field contains information for further routing of Fedwire payments, if specified by the Payment Requestor
- < **PR Active Flag** - indicates whether the Payment Requestor is “active”, or able to perform functions in ASAP. “Y” indicates that the Payment Requestor is active, and “N” indicates that the Payment Requestor is inactive.
- < **Multiple Bank Relationships** - if the Requestor has multiple ACH and/or Fedwire bank account relationships, the Payment Requestor Profile Inquiry screen will have an F8 function key to allow you to view those relationships. If the Requestor does not have multiple bank relationships, F8 will not be displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

Review the following example.

EXAMPLE ONE

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization with one bank relationship.

< One Requestor ID

STEP 1: ACTION

After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor Inquiry screen. If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below. Press Enter to complete the inquiry.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:00:06
08/02/2000	T	
REQUESTOR ID: 0101234 ORGANIZATION TYPE:		
FULL NAME:		SHORT NAME:
ADDRESS LINE 1:		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N):
CITY:	STATE:	ZIP: - VRS IND (Y, N, B):
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): / /	
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: () -
CERTIFYING OFFICIAL:		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: () -		EXTENSION:
ACH - DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		
FDS - DFI ABA NO:	BK ACCT NO:	
ACCT TITLE:		FURTHER CREDIT ABA:
PR ACTIVE FLAG:		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Payment Requestor profile information will appear. You may remain on this screen and proceed directly to the next example.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0101234 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GRAY UNIVERSITY		SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N): Y
CITY: ALBANY	STATE: NY	ZIP: 12345 - VRS IND (Y, N, B):N
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000	
E-MAIL ADDRESS:		
CONTACT NAME: AMY ADAMS		CONTACT PHONE: (502) 235 - 4689
CERTIFYING OFFICIAL: BOB SMITH		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER		
CERTIFYING OFFICIAL PHONE: (502) 235 - 4690		EXTENSION:
ACH - DFI ABA NO: 075000022	BK ACCT NO: 50900087422	ACCT TYPE: D
ACCT TITLE: GRANT FUND		
FDS - DFI ABA NO: 075000022	BK ACCT NO: 50900087422	
ACCT TITLE: GRANT FUND		FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN		

EXAMPLE TWO

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization that has more than one banking relationship.

< One Requestor ID

STEP 1: ACTION

If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below. Press Enter to complete the inquiry.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:00:06
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE:		
FULL NAME:		SHORT NAME:
ADDRESS LINE 1:		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N):
CITY:	STATE:	ZIP: - VRS IND (Y, N, B):
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): / /	
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: () -
CERTIFYING OFFICIAL:		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: () -		EXTENSION:
ACH - DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		
FDS - DFI ABA NO:	BK ACCT NO:	
ACCT TITLE:		FURTHER CREDIT ABA:
PR ACTIVE FLAG:		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Payment Requestor profile information will appear. Multiple bank relationships exist for this Payment Requestor, so the F8=PGDN function key is available.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GREEN UNIVERSITY		SHORT NAME: GREEN U
ADDRESS LINE 1: 111 MAIN ST.		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N): Y
CITY:	STATE:	ZIP: - VRS IND (Y, N, B): N
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000	
E-MAIL ADDRESS:		
CONTACT NAME: JACK JONES		CONTACT PHONE: (502) 999 - 1234
CERTIFYING OFFICIAL: JANE SMITH		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: COMPTROLLER		
CERTIFYING OFFICIAL PHONE: (502) 999 - 4321		EXTENSION:
ACH - DFI ABA NO: 075000022	BK ACCT NO: 99900087422	ACCT TYPE: D
ACCT TITLE: GENERAL ACCOUNT		
FDS - DFI ABA NO: 075000022	BK ACCT NO: 99900087422	
ACCT TITLE: GENERAL ACCOUNT		FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN		

STEP 2: ACTION

Press F8=PGDN to Inquire on the Multiple Banking Relationships.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GREEN UNIVERSITY SHORT NAME: GREEN U		
ADDRESS LINE 1: 111 MAIN ST. TIN:		
ADDRESS LINE 2: DUNS:		
ADDRESS LINE 3: RECIPIENT ORG (Y/N): Y		
CITY:	STATE:	ZIP: - VRS IND (Y, N, B): N
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000	
E-MAIL ADDRESS:		
CONTACT NAME: JACK JONES		CONTACT PHONE: (502) 999 - 1234
CERTIFYING OFFICIAL: JANE SMITH		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: COMPTROLLER		
CERTIFYING OFFICIAL PHONE: (502) 999 - 4321 EXTENSION:		
ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422		ACCT TYPE: D
ACCT TITLE: GENERAL ACCOUNT		
FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422		
ACCT TITLE: GENERAL ACCOUNT		FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN		F8=PGDN

STEP 2: RESULT

The following screen appears, allowing you to view the additional banking relationships for the specified payment requestor. You may use F7=PGUP to return to the first page of the profile.

SP310C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310CO	MULTIPLE BANKING RELATIONSHIPS	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 FULL NAME: GREEN UNIVERSITY		
2ND BANKING RELATIONSHIP:		
ACH- DFI ABA NO: 051402518 BK ACCT NO: 57798065541		ACCT TYPE: D
ACCT TITLE: MEAL TICKETS		
FDS- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		FURTHER CREDIT ABA:
3RD BANKING RELATIONSHIP:		
ACH- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		ACCT TYPE:
FDS- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		FURTHER CREDIT ABA:
4TH BANKING RELATIONSHIP:		
ACH- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		ACCT TYPE:
FDS- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		FURTHER CREDIT ABA:
F4=MENU F5=MAIN		F7=PGUP

STEP 3: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

SP310C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310CO	MULTIPLE BANKING RELATIONSHIPS	17:01:01
08/02/2000	T	

REQUESTOR ID: 0104321 FULL NAME: GREEN UNIVERSITY

2ND BANKING RELATIONSHIP:

ACH- DFI ABA NO: 051402518	BK ACCT NO: 57798065541	ACCT TYPE: D
ACCT TITLE: MEAL TICKETS		

FDS- DFI ABA NO:

ACCT TITLE:	FURTHER CREDIT ABA:
-------------	---------------------

3RD BANKING RELATIONSHIP:

ACH- DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		

FDS- DFI ABA NO:

ACCT TITLE:	FURTHER CREDIT ABA:
-------------	---------------------

4TH BANKING RELATIONSHIP:

ACH- DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		

FDS- DFI ABA NO:

ACCT TITLE:	FURTHER CREDIT ABA:
-------------	---------------------

F4=MENU F5=MAIN F7=PGUP

STEP 3: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	17:02:18
08/02/2000	T	

< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT

< 2> ACCOUNT BALANCE INQUIRY PROMPT

< 3> ACCOUNT STATEMENT INQUIRY PROMPT

< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT

< 5> ACCOUNT PROFILE INQUIRY

< 6> FEDERAL PROGRAM AGENCY INQUIRY

< 7> PAYMENT REQUESTOR INQUIRY

< 8> RECIPIENT ORGANIZATION INQUIRY

< 9> CFDA INQUIRY

<10> ALC INQUIRY

<11> RETURNED PAYMENT INQUIRY PROMPT

<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT

<14> SUPER USER INQUIRY

ENTER SELECTION NUMBER: ____

PRESS ENTER

F2=EXIT F5=MAIN

SECTION 3.8

RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for the Recipient Organization(s). If you are a Payment Requestor organization, you will only be able to view those profile(s) for which your organization is authorized to draw funds in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP. To view the profile for a Recipient Organization, type the 7-digit Recipient ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

- < **Organization Type** - indicates the type of recipient organization being profiled. "SA" indicates a State Agency; "T", an Indian Tribal Organization; "U", an University; "FP", a for profit organization, "NP", a non-profit organization and "O" stands for other.
- < **Requestor (Y/N)** - this field indicates whether this Recipient is also a Payment Requestor. If the flag is Y for Yes, there is a Payment Requestor Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Requestor profile with a different ID, or this Recipient is NOT a Payment Requestor.
- < **VRS Indicator** - this field indicates whether the Recipient uses the Voice Response System to access ASAP. Values for this field are:
 - Y for Yes - this Recipient uses the Voice Response System
 - N for No - this Recipient does not use the Voice Response System
 - B for Both - this Recipient uses both Voice Response and on-line screens to access ASAP.

- < **RO Active Flag** - indicates whether the Recipient Organization is designated as “active,” or able to perform functions in ASAP. “Y” indicates that the Recipient Organization is active, and “N” indicates that the Recipient Organization is inactive.
- < **TIN** - the Taxpayer Identification Number for the Recipient Organization.
- < **DUN** - a universal identifier for electronic commerce assigned by Dunn & Bradstreet.

GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Recipient Organization profiles.

Review the following example.

EXAMPLE

Use the Recipient Organization Inquiry feature to view the profile for a Recipient Organization.

< One Recipient ID

STEP 1: ACTION

After selecting menu option 8 from the Inquiry Menu, you will see the Recipient Organization Inquiry screen. Enter the RECIPIENT ID and press Enter.

```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP315AO          RECIPIENT ORGANIZATION INQUIRY                      10:19:46
08/02/2000      T

RECIPIENT ID: 0101111 ORGANIZATION TYPE:

FULL NAME:                               SHORT NAME:
ADDRESS LINE 1:                           TIN:
ADDRESS LINE 2:                           DUNS:
ADDRESS LINE 3:                           REQUESTOR (Y/N):

CITY:                               STATE:       ZIP CODE:       -       VRS IND (Y,N,B):

COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME:                               CONTACT PHONE: (      )      -
                                           CONTACT EXTENSION:

CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (      )      -       EXTENSION:

RO ACTIVE FLAG:
                        F4=MENU F5=MAIN
```

STEP 1: RESULT

The Recipient Organization profile information will appear.

```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP315AO          RECIPIENT ORGANIZATION INQUIRY                      10:20:44
08/03/2000      T

RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY

FULL NAME: GRAY UNIVERSITY                               SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE                           TIN:
ADDRESS LINE 2:                                           DUNS:
ADDRESS LINE 3:                                           REQUESTOR (Y/N): Y
CITY: ALBANY                               STATE: NY       ZIP CODE: 12345 -       VRS IND (Y,N,B): N

COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME: BARBARA SMITH                               CONTACT PHONE: ( 503 ) 295 - 8746
                                           CONTACT EXTENSION:

CERTIFYING OFFICIAL: MICHELLE JONES
CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747       EXTENSION:

RO ACTIVE FLAG: Y
                        F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP315AO          RECIPIENT ORGANIZATION INQUIRY                   10:20:44
08/03/2000      T
```

RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY

```
FULL NAME: GRAY UNIVERSITY                                SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE                          TIN:
ADDRESS LINE 2:                                           DUNS:
ADDRESS LINE 3:                                           REQUESTOR (Y/N): Y
CITY: ALBANY              STATE: NY      ZIP CODE: 12345 -   VRS IND (Y,N,B): N
COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME: BARBARA SMITH                             CONTACT PHONE: ( 503 ) 295 - 8746
                                                    CONTACT EXTENSION:

CERTIFYING OFFICIAL: MICHELLE JONES
CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747   EXTENSION:

RO ACTIVE FLAG: Y
                        F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Inquiry Menu appears allowing for selection of another Inquiry option.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP100AO          INQUIRY MENU                                    10:23:07
08/03/2000      T
```

- < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT
- < 2> ACCOUNT BALANCE INQUIRY PROMPT
- < 3> ACCOUNT STATEMENT INQUIRY PROMPT
- < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT
- < 5> ACCOUNT PROFILE INQUIRY
- < 6> FEDERAL PROGRAM AGENCY INQUIRY
- < 7> PAYMENT REQUESTOR INQUIRY
- < 8> RECIPIENT ORGANIZATION INQUIRY
- < 9> CFDA INQUIRY
- <10> ALC INQUIRY
- <11> RETURNED PAYMENT INQUIRY PROMPT
- <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
- <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
- <14> SUPER USER INQUIRY

ENTER SELECTION NUMBER: ____
PRESS ENTER

F2=EXIT F5=MAIN

SECTION 3.9

BOOK ENTRY ADJUSTMENT INQUIRY

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the increases and decreases of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs and, if applicable, Account Detail IDs, affected by the adjustment, the User ID of the person who made the adjustment, and the increase and decrease amounts of the adjustment.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- < **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of “**REF NUM.**”)
- < **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the “Adjustment Date To” field blank, it will default to the same date as the “Adjustment Date From,” making your date range equal to that 1 day only. If entered, the “Adjustment Date To” cannot be greater than the current cycle date.
- < **ASAP Sequence Number** (detail screen) - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:
 - Date** - the date the transaction was posted.
 - Terminal ID** - the PC connection or user ID that initiated the adjustment.
 - Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- < **S** - An abbreviation for “Select” on the summary screen. Typing an “S” in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.
- < **Date** and **Time** - Displayed on the summary screen, the date and time the adjustment was made.
- < **NBR ITM** -An abbreviation for “Number of Items” on the summary screen. This field displays how many increase/decrease items make up the adjustment.
- < **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Total Increases or Total Decreases for an adjustment. Abbreviated as “Adjstmnt Total” on the detail screen.
- < **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as “Adjstmnt Initiator” on the detail screen.
- < **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.
- < **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
- < **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
- < **ITM #** - sequential numbers assigned by the system to each item within an adjustment when the adjustment was posted.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

Review the following example.

EXAMPLE

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP accounts within a specified date range.

< Agency Location Code

< Recipient ID

< Date Range

STEP 1: ACTION

After selecting menu option 12 from the Inquiry Menu, you will see the Book Entry Adjustment Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

SP170A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP170AO	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT	10:37:08
08/03/2000	T	

REQUESTOR ID: 0101234	SHORT NAME: GRAY U
ADJUSTMENT REFERENCE NUMBER: _____	
AGENCY LOCATION CODE/REGION: 11000001 / __	SHORT NAME:
RECIPIENT ID: 0101111	SHORT NAME:
ADJUSTMENT DATES FROM: 08 / 02 / 2000	TO: 08 / 03 / 2000

F4=MENU F5=MAIN

STEP 1: RESULT

The following screen appears, with the Summary Book Entry Adjustment information for criteria specified on the prompt screen.

SP175A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP175AO	BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY	10:38:35
08/03/2000	T	

REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
ADJUSTMENT REFERENCE NUMBER:	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U
ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000	

S	DATE	TIME	REF NUM	NBR ITM	ADJUSTMENT TOTAL
—	08/03/2000	10:36:39	ADJUSTMENT 1	02	\$1,000.00

F3=PRMT F4=MENU F5=MAIN F9=ALC F10=RO

STEP 2: ACTION

Type the letter S in the select field and press Enter.

SP175A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/03/00
SP175AO	BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY		10:38:35
08/03/2000	T		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
ADJUSTMENT REFERENCE NUMBER:			
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000			
S	DATE	TIME	REF NUM
			NBR
			ITM
			ADJUSTMENT TOTAL
S	08/03/2000	10:36:39	ADJUSTMENT 1
			02
			\$1,000.00
F3=PRMT F4=MENU F5=MAIN		F9=ALC F10=RO	

STEP 2: RESULT

The following screen appears, displaying the detail information for the selected book entry transaction.

SP180A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/03/00
SP180AO	BOOK ENTRY ADJUSTMENT DETAIL INQUIRY		10:41:19
08/03/2000	T		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1		ADJSTMNT INITIATOR: E1XXX0#	
		ADJSTMNT TOTAL: \$1,000.00	
ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.			
ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001			
RECIPIENT		DECREASE AVAIL	INCREASE AVAIL ITM
ID	ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT #
0101111	F1R10001	\$1,000.00	01
	ACCOUNT DETAIL 1	\$500.00	
	ACCOUNT DETAIL 2	\$500.00	
0101111	F1R10003		\$1,000.00 02
F3=PRMT F4=MENU F5=MAIN		F11=LIST	

STEP 3: ACTION

Press F4=MENU to return to the Inquiry Menu.

SP180A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/03/00
SP180AO	BOOK ENTRY ADJUSTMENT DETAIL INQUIRY		10:41:19
08/03/2000	T		

REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1	ADJSTMNT INITIATOR: E1XXX0#
	ADJSTMNT TOTAL: \$1,000.00
ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.	

ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001

RECIPIENT	DECREASE AVAIL	INCREASE AVAIL	ITM
ID	BAL. BY AMOUNT	BAL. BY AMOUNT	#
0101111 F1R10001	\$1,000.00		01
ACCOUNT DETAIL 1	\$500.00		
ACCOUNT DETAIL 2	\$500.00		
0101111 F1R10003		\$1,000.00	02

F3=PRMT **F4=MENU** F5=MAIN F11=LIST

STEP 3: RESULT

The Inquiry Menu is displayed.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP100AO	INQUIRY MENU		10:23:07
08/03/2000	T		

< 1>	PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>	ACCOUNT BALANCE INQUIRY PROMPT
< 3>	ACCOUNT STATEMENT INQUIRY PROMPT
< 4>	AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>	ACCOUNT PROFILE INQUIRY
< 6>	FEDERAL PROGRAM AGENCY INQUIRY
< 7>	PAYMENT REQUESTOR INQUIRY
< 8>	RECIPIENT ORGANIZATION INQUIRY
< 9>	CFDA INQUIRY
<10>	ALC INQUIRY
<11>	RETURNED PAYMENT INQUIRY PROMPT
<12>	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
<13>	INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
<14>	SUPER USER INQUIRY

ENTER SELECTION NUMBER: ____
PRESS ENTER

F2=EXIT F5=MAIN

SECTION 3.10 SUPER USER INQUIRY

This feature allows you to inquire on Federal Department, Federal Bureau and State Super Users.

- C Federal Department Super Users have a two-digit ASAP ID that allows them to inquire on all bureaus and Agency Location Codes associated with the Department.
- C Federal Bureau Super Users have a four-digit ASAP ID that allows them to inquire on all Agency Location Codes associated with the Bureau.
- C State Super Users have a two-character ASAP ID that allows them to inquire on activity for all Recipients and Requestors that have the same postal code and have an organization type of State Agency.

Profile information for Super Users is obtained during the enrollment process. RFC personnel review the enrollment package and enter the necessary information into ASAP.

HOW TO BUILD YOUR INQUIRY

Each Super User in ASAP is identified with a unique Super User ID. To inquire on a Super User, you specify the 2-4 character Super User ID and press Enter.

SCREEN FIELDS TO NOTE

The Super User profile includes the **full organization name**, **address**, **contact personnel** and **certifying official**. The profile also indicates what **type** of Super User the organization is: Federal Department, Federal Bureau or State.

GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Super User Profiles. Review the following example.

EXAMPLE

Use the Super User Inquiry feature to view the profile of a State Super User.

STEP 1: ACTION

After selecting menu option 14 from the Inquiry Menu, you will see the Super User Inquiry screen. To inquire on a State Super User, type in the 2-character state code and press Enter

SP304A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP304AO	SUPER USER INQUIRY	13:26:11
08/03/2000 T		
SUPER USER ID: CT TYPE:		
FULL NAME:		
ADDRESS LINE 1:		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY:	STATE:	ZIP CODE: -
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: () -
		CONTACT EXTENSION:
CERTIFYING OFFICIAL:		
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: () -		EXTENSION:
F4=MENU F5=MAIN		

STEP 1: RESULT

The State Super User profile information is displayed.

SP304A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP304AO	SUPER USER INQUIRY	13:26:11
08/03/2000 T		
SUPER USER ID: CT TYPE: STATE USER		
FULL NAME: CONNECTICUT STATE TREASURER		
ADDRESS LINE 1: 123 MAIN ST.		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY: HARTFORD	STATE: CT	ZIP CODE: 99999 -
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME: MARY JONES		CONTACT PHONE: (999) 999 - 9999
		CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH		
CERTIFYING OFFICIAL TITLE: TREASURER		
CERTIFYING OFFICIAL PHONE: (999) 999 - 9999		EXTENSION:
F4=MENU F5=MAIN		

STEP 2: ACTION

Press F5=MAIN to return to the Main Menu.

```
SP304A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP304AO          SUPER USER INQUIRY                             13:26:11
08/03/2000 T

SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD          STATE: CT   ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES          CONTACT PHONE: ( 999 ) 999 - 9999
CONTACT EXTENSION:

CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:

F4=MENU F5=MAIN
```

STEP 2: RESULT

The Main Menu is displayed.

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP010AO          MAIN MENU                                       10:42:46
08/03/2000      T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST MENU
<7>  NOTIFICATIONS

ASAP ID _____
ORGANIZATION ACCESS CODE      ENTER SELECTION NUMBER: _
PRESS ENTER

F2=EXIT
```